91602
new 82-10

ontario hydro
research division

COMPLIMENTARY COPY
Please Credit Ontario Hydro Research if
Reproduced in Whole or in Part

THE VACATION SYSTEM - A COMPUTER SOFTWARE PACKAGE ON VACATION REPORTS AND RELATED INFORMATION

REPORT NO. 87-225-K

J. Pressnail - Mathematician
Reliability and Statistics Section
Operations Research Department

ABSTRACT

A computer software package was written for the Construction Group at the Pickering NGS. The package qenerates reports on requested and approved vacation periods. This report provides a User's Guide containing also a brief summary of the software package.

job	file	date	report no.
72-134-402	809.7	October 23, 1987	87-225-K

91601
new 82-10

ontario hydro
research division

To Mr. K.D. Trebilcock
Manager of Construction -
Pickering GS 'B'

THE VACATION SYSTEM - A COMPUTER SOFTWARE PACKAGE ON VACATION REPORTS AND RELATED INFORMATION

The Construction Group at the Pickering NGS required a computer software package that would aid supervisors in approving vacation requested by their immediate staff members. It was decided that such a program could be written using TURBO PASCAL and placed on an IBM-compatible personal computer.

The Reliability and Statistics Section of the Operations Research Department designed and implemented a software package called the Vacation System. This package generates reports, which aid supervisors in approving vacation requests. It is designed so that the data needed can be input in a simple and straight-forward manner.

In its Appendix, this report provides a User's Guide, containing instructions on how to use the system.

Any questions regarding the use of the Vacation System software package should be directed to the Construction Group at the Pickering NGS, or the Operations Research Department.

Approved:

J.G. Cassan
Manager
Operations Research Dept.

Submitted:

J. Pressnail
Mathematician
Reliability and
Statistics Section

87-225

APPENDIX

A USER'S GUIDE OF THE

VACATION SYSTEM SOFTWARE PACKAGE

TABLE OF CONTENTS

		Page
1.	OVERVIEW OF THE VACATION SYSTEM SOFTWARE PACKAGE	4
2.	EXECUTING THE VACATION SYSTEM	5
3.	HOW TO FILL IN THE MENUS	11
	3.1 Main Menu	11
	3.2 Change Employee Information Menu	12
	3.3 Change Request Information Menu	32
	3.4 Change Supervisor Information Menu	61
	3.5 Report Generation Menu	78

1.0 OVERVIEW OF THE VACATION SYSTEM SOFTWARE PACKAGE

The Vacation System package is composed of four main functions. These functions are:

(1) the Change Employee Information function,
(2) the Change Request Information function,
(3) the Change Supervisor Information function, and
(4) the Report Generation function.

The Change Employee Information function is broken down into five sub-functions. These sub-functions are:

(1) the Add New Employee function,
(2) the Change An Employee's Information function,
(3) the Delete Employee function,
(4) the Display Employee Information function, and
(5) the Activate/Deactivate Employee function.

The Change Request Information function is broken down into five sub-functions. These sub-functions are:

(1) the Add New Request function,
(2) the Change A Request fuction,
(3) the Delete A Request function,
(4) the Display A Request function, and
(5) the Approve/Refuse A Request function.

The Change Supervisor Information function is broken down into four sub-functions. These sub-functions are:

(1) the Add New Supervisor function,
(2) the Change A Supervisor's Information function,
(3) the Remove Supervisor function, and
(4) the Display Supervisor Information function.

The Report Generation function contains six different reports which may be generated. These reports are:

(1) the Employee Vacation Status,
(2) the Vacation Status of a Supervisor's Immediate Staff,
(3) the Employees With "X" Percent of their Vacation left,
(4) the Employees Booked Off Today,
(5) The Summary of Employee Requests, and
(6) the Employees In Data Base.

2.0 EXECUTING THE VACATION SYSTEM

The Vacation System can be completely executed by what is known as menus. A menu is simply a computer screen with one or more questions, which must be answered by the user. The answers are placed in the underlined fields on the screen, and are used to determine the next step to be taken by the system.

The menus in the Vacation System are organized in a tree structure. This means there is one main or root menu which branches into two or more other menus. These other menus may in turn branch further into two or more menus, and so on. In the Vacation System the main menu branches into four menus, one for each of the four main functions of the system. Figure 1 is a flow diagram of the main menu and its four branches. Notice that the arrows go in both directions. This means that the user, for example, may go from the main menu to the Report Generation menu, and then back to the main menu, without exiting from the System.

The Change Employee Information menu branches into five menus, one for each of the five different sub-functions that can be executed. Figure 2 is a flow diagram of the Change Employee Information menu and its five branches. Notice again that the arrows go in both directions.

The Change Request Information menu branches into five menus, one for each of the five different sub-functions that can be executed. Figure 3 is a flow diagram of the Change Request Information menu and its five branches.

The Change Supervisor Information menu branches into four menus, one for each of the four different sub-functions that can be executed. Figure 4 is a flow diagram of the Change Supervisor Information menu and its four branches.

The Report Generation menu branches into six menus, one for each of the six different reports that can be generated. Figure 5 is a flow diagram of the Report Generation menu and its six branches.

When executing the Vacation System, the user can move from one menu to the next, depending on which functions are desired. Once these functions are completed, the user must return to the main menu for the proper exiting procedure. If this is not followed, the system may not execute properly the next time.

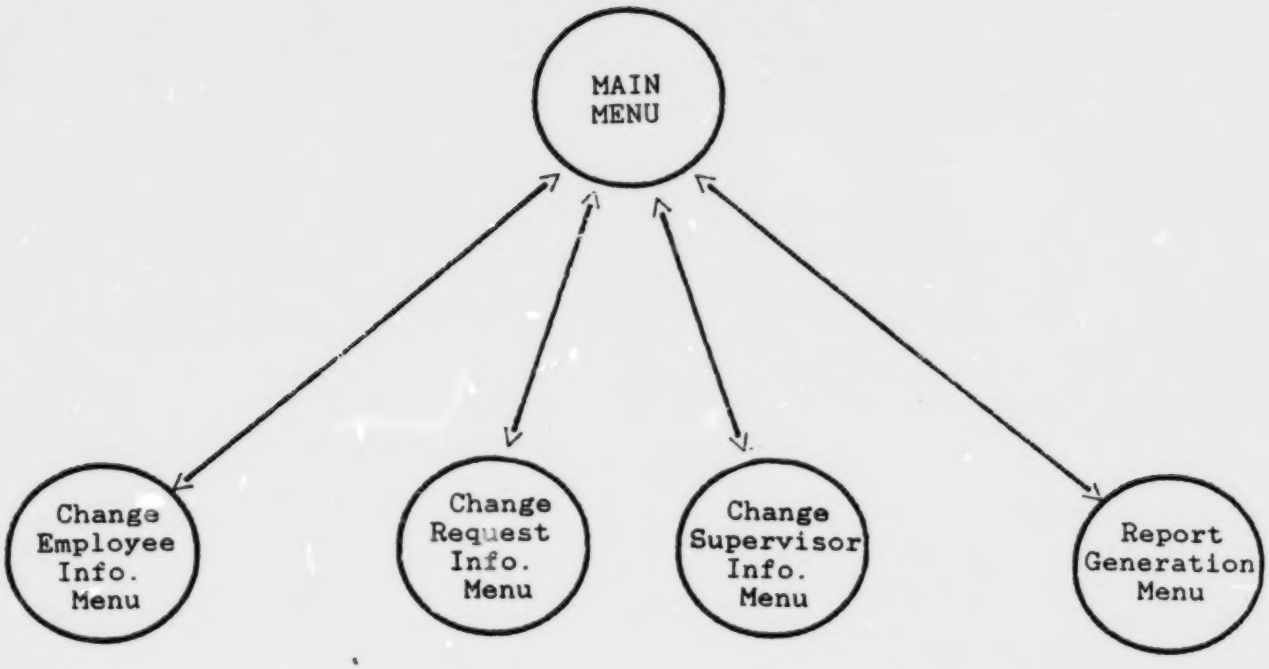

Figure 1

A Flow Diagram Of The Main Menu and Its Four Branches

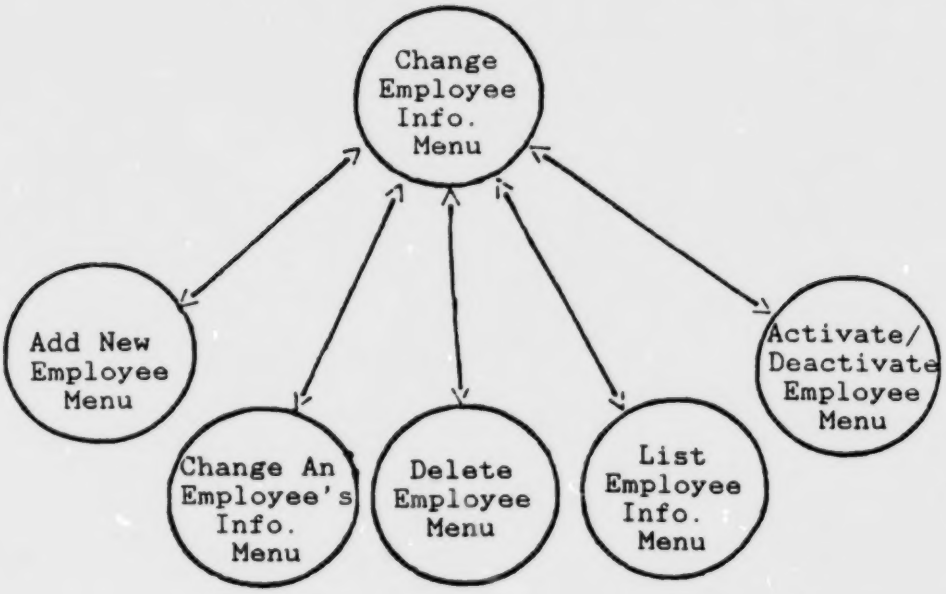
Change Employee Info. Menu
Add New Employee Menu
Change An Employee's Info. Menu
Delete Employee Menu
List Employee Info. Menu
Activate/ Deactivate Employee Menu

Figure 2

A Flow Diagram Of The Change Employee Information Menu And Its Five Branches

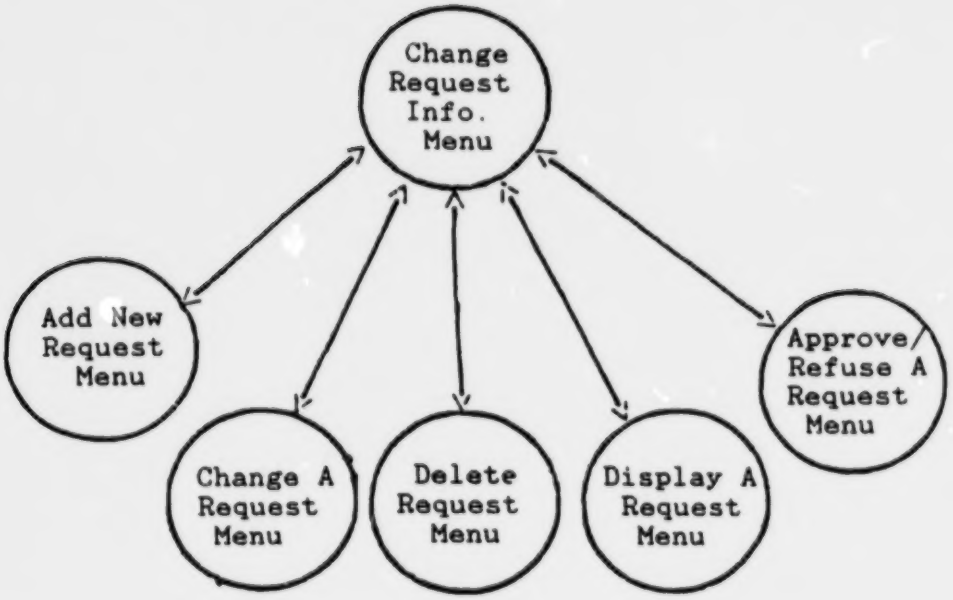
Change Request Info. Menu
Add New Request Menu
Change A Request Menu
Delete Request Menu
Display A Request Menu
Approve/ Refuse A Request Menu

Figure 3

A Flow Diagram Of The Change Request Information Menu And Its Five Branches

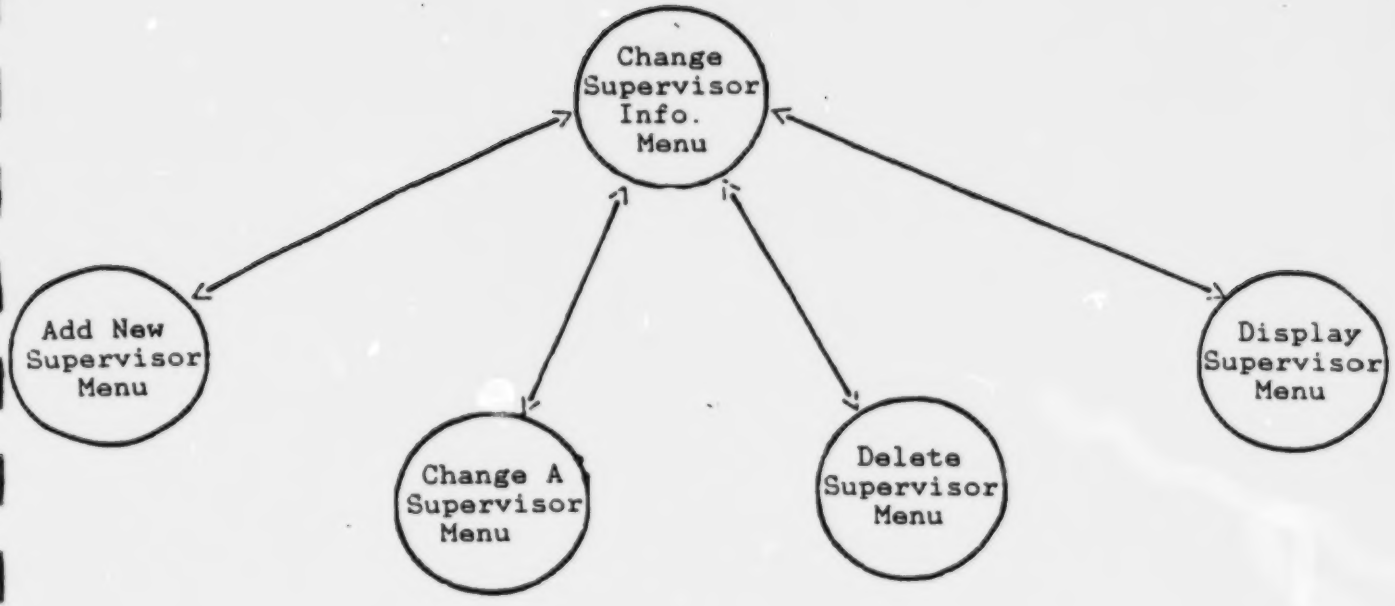

Figure 4

A Flow Diagram Of The Change Supervisor Information Menu And Its Four Branches

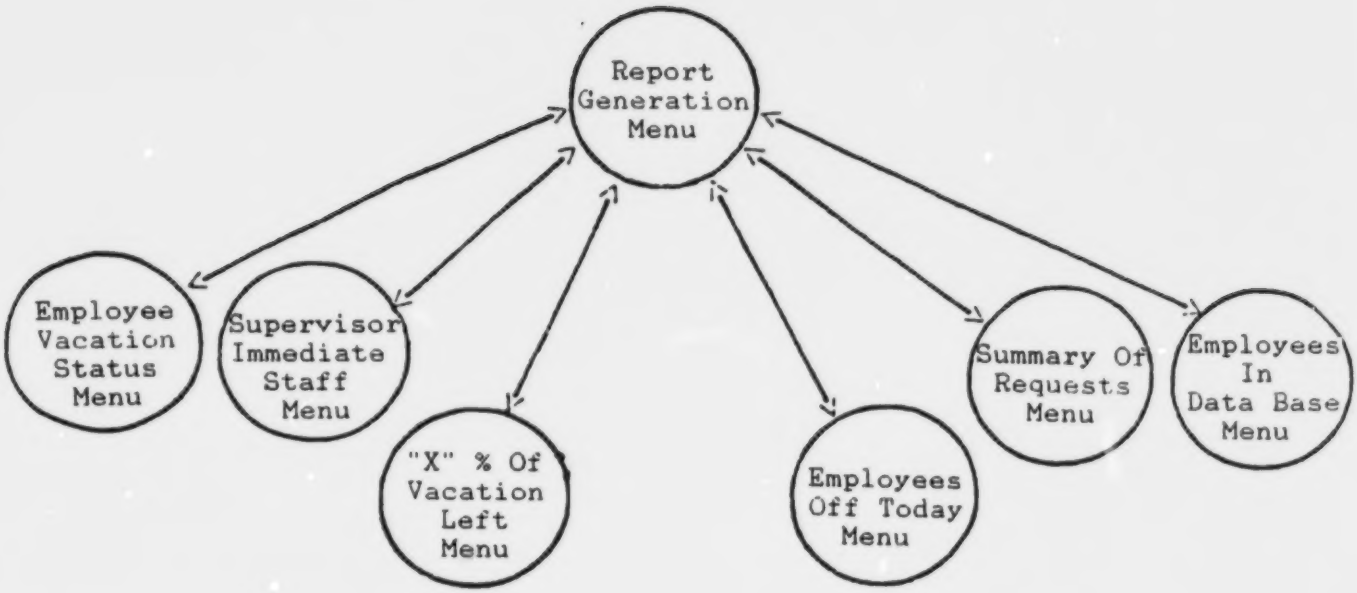
Report Generation Menu
Employee Vacation Status Menu
Supervisor Immediate Staff Menu
"X" % Of Vacation Left Menu
Employees Off Today Menu
Summary Of Requests Menu
Employees In Data Base Menu

Figure 5

A Flow Diagram Of The Report Generation Menu And Its Six Branches

3.0 HOW TO FILL IN THE MENUS

This section will help to answer all the questions found on the different menus, using step-by-step instructions.

3.1 Main Menu

The main menu allows the user to choose one of the four functions of the Vacation System. The menu appears as follows.

```
                    *** VACATION SYSTEM ***

                (1)  CHANGE EMPLOYEE INFORMATION
                (2)  CHANGE REQUEST INFORMATION
                (3)  CHANGE SUPERVISOR INFORMATION
                (4)  REPORTS
                (9)  RETURN


     ENTER OPTION > __

                ** THE DEFAULT ANSWER IS "9" **
```

The user must enter option desired, followed by hitting the RETURN key. If number 1, 2, 3, or 4, is entered, the corresponding function is started. If number 9 is entered, or nothing is entered, the Vacation System terminates. If anything else is entered, nothing will happen.

3.2 Change Employee Information Menu

If number 1 was entered on the main menu, it will then be replaced by the following menu.

```
*** CHANGE EMPLOYEE INFORMATION ***

(1)  ADD NEW EMPLOYEE
(2)  CHANGE EMPLOYEE INFORMATION
(3)  DELETE EMPLOYEE
(4)  LIST EMPLOYEE INFORMATION
(5)  ACTIVATE/DEACTIVATE EMPLOYEE
(9)  RETURN

ENTER OPTION > __

** THE DEFAULT ANSWER IS "9" **
```

The user must enter option desired, followed by hitting the RETURN key. If number 1, 2, 3, 4, or 5, is entered, the corresponding function is started. If number 9 is entered, or nothing is entered, the Vacation System returns to the main menu. If anything else is entered, nothing will happen.

Add New Employee Menus

If number 1 was entered on the Change Employee Information menu, it will then be replaced by the following menu.

```
 * ADD EMPLOYEE TO DATA BASE *

ENTER EMPLOYEE NUMBER --->_________

** MUST BE A 6 DIGIT NUMBER **


TYPE "*" AND HIT RETURN TO ABORT ADD
```

If an "*" is entered and RETURN is pressed the system will return to the Change Employee Information menu. If the Employee number entered is found in the system data base, the following menu will appear.

```
* ADD EMPLOYEE TO DATA BASE *


EMPLOYEE NUMBER ....nnnnnn
ALREADY EXISTS IN DATA BASE AS:

LAST NAME ----> xxxxxxxxxxxxx
FIRST NAME ---> xxxxxxxxxx
SECTION ------> xxxxxxxxxxxxxxxxxxx


HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Employee Information menu. If the Employee number entered is not found in the system data base, the following menu will appear.

```
                    *** ADD EMPLOYEE TO FILE ***

          EMPLOYEE NUMBER .... nnnnnn

          EMPLOYEE LAST NAME .... _____________________
          EMPLOYEE FIRST NAME ... _____________
          SUPERVISOR LAST NAME .. _____________________
          SUPERVISOR FIRST NAME . _____________
          SECTION ............... _____________________

          NO. OF VACATION DAYS ALLOTED____*MUST BE ENTERED*

          NO. OF VACATION DAYS CARRIED____*DEFAULT  IS  0 *

          NO. OF FLOATERS ALLOTTED....____*DEFAULT  IS  3 *


          IS ABOVE INFORMATION CORRECT ?  (Y/N)....____

          ** ALL ANSWERS SHOULD BE IN CAPTIALS **

          TYPE "*" AND HIT RETURN TO ABORT ADD
```

Since the SIN number has already been entered, it is displayed. When entering information the alphabetic data should be in capital letters. If an "*" is entered and RETURN is pressed (in any field), the system will not add employee to system data base, but instead will return to the Change Employee Information menu. If the user answers the question "Is Above Information Correct?" with "Y" or "y", then the system adds the employee to the system data base and then moves on to the next menu. If the user answers "N" or "n" then the system will display the same menu again.

If the employee has been added to the system data base correctly, the system will display the following menu.

```
* ADD EMPLOYEE TO DATA BASE *

ADD ANOTHER NEW EMPLOYEE ?  (Y/N) ___

** THE DEFAULT ANSWER IS "N" **
```

If the question is answered "Y" or "y", the system returns to the beginning at the Add New Employee menus. If the question is answered "N" or "n", or if just the RETURN key pressed, the system returns to the Change Employee Information menu.

Change An Employee's Information Menus

If number 2 was entered on the Change Employee Information menu, it will then be replaced by the following menu.

```
* MODIFY EXISTING EMPLOYEE INFO. *

ENTER EMPLOYEE'S LAST NAME _____

** ONLY FIRST FIVE LETTERS ARE NEEDED **

****   MUST BE IN CAPITAL LETTERS   ****

TYPE "*" AND HIT RETURN TO ABORT MODIFY
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Employee Information menu. If the employee name entered is not found in the system data base, the following menu will appear.

```
          * MODIFY EXISTING EMPLOYEE INFO. *

          EMPLOYEE ....XXXXXXXXX  WAS NOT FOUND
          IN CURRENT DATA BASE

          HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Employee Information menu. If the Employee name entered is found in the system data base, the following menu will appear.

```
            * MODIFY EXISTING EMPLOYEE INFO. *

          EMPLOYEE NUMBER -----> nnnnnn

          EMPLOYEE LAST NAME --> xxxxxxxxxx

          EMPLOYEE FIRST NAME -> xxxxxx

          SECTION -------------> xxxxxxxxxxxxx

          MODIFY THIS EMPLOYEE ? (Y/N) __

          ** THE DEFAULT ANSWER IS "Y" **

          TYPE "*" AND HIT RETURN TO ABORT MODIFY
```

If this is the employee which the user is seeking, then by answering "Y", "y", or just by hitting the RETURN key, the system will commence to change this employee. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Employee Information menu.

The system will begin changing the employee by displaying the following menu.

```
                * MODIFY EXISTING EMPLOYEE INFO. *

EMPLOYEE NUMBER ..... nnnnnn      *CANNOT BE
                                        MODIFIED*

EMPLOYEE LAST NAME ..... xxxxxxxxxxxxxxx
EMPLOYEE FIRST NAME .... xxxxxxxx
SUPERVISOR LAST NAME ... xxxxxxxxxxxxxxx
SUPERVISOR FIRST NAME .. xxxxxxxx
SECTION ................ xxxxxxxxxxxxxxx

NO. OF VACATION DAYS ALLOTTED ..... nn

NO. OF VACATION DAYS CARRIED ...... nn

NO. OF FLOATERS ALLOTTED .......... nn


    SCREEN ENTERED CORRECTLY ? (Y/N) .... __

      ** ALL ANSWERS SHOULD BE IN CAPITALS **

    TYPE "*" AND HIT RETURN TO ABORT MODIFY
```

The SIN number is displayed, but it cannot be modified. If an "*" is entered and RETURN is pressed (in any field), the system will not modify employee information, but instead will return to the Change Employee Information menu. If the user answers the question "Screen Entered Correctly?" with "Y" or "y", then the system modifies the employee information and then moves on to the next menu. If the user answers "N" or "n", then the system will display the same menu again. If the employee has been modified correctly, the system will display the following menu.

```
* MODIFY EXISTING EMPLOYEE INFO. *

MODIFY ANOTHER EXISTING EMPLOYEE ? (Y/N) __

** THE DEFAULT ANSWER IS "N" **
```

If the question is answer "Y" or "y", the system returns to the beginning of the Change An Employee's Information menus. If the question is answered "N" or "n", or if just the RETURN key is pressed, the system returns to the Change Employee Information menu.

Delete Employee Menus

If 3 was entered on the Change Employee Information menu, it will then be replaced by the following menu.

```
* DELETE EXISTING EMPLOYEE INFO. *

ENTER EMPLOYEE'S LAST NAME ---> _____

* ONLY FIRST FIVE LETTERS ARE NEEDED **

**** MUST BE IN CAPITAL LETTERS ****

TYPE "*" AND HIT RETURN TO ABORT DELETE
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Employee Information menu. If the employee name entered is not found in the system data base, the following menu will appear.

```
          * DELETE EXISTING EMPLOYEE INFO. *


          EMPLOYEE .... xxxxxxxxx WAS NOT FOUND
          IN CURRENT DATA BASE

          HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Employee Information menu. If the employee name entered is found in the system data base, the following menu will appear.

```
          * DELETE EXISTING EMPLOYEE INFO. *


          EMPLOYEE NUMBER -----> nnnnnn

          EMPLOYEE LAST NAME --> xxxxxxxxxxxx

          EMPLOYEE FIRST NAME -> xxxxxxxx

          SECTION -------------> xxxxxxxxxxxxxxxx


          DELETE THIS EMPLOYEE ? (Y/N) __

          ** THE DEFAULT ANSWER IS "Y" **

          TYPE "*" AND HIT RETURN TO ABORT MODIFY
```

If this is the employee which the user is seeking, then by answering "Y", or "y", or just by hitting the RETURN key, the system will commence to delete this employee. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Employee Information menu.

The system will begin deleting the employee by displaying the following menu.

```
          * DELETE EXISTING EMPLOYEE INFO. *


          EMPLOYEE NUMBER -----> nnnnnn

          EMPLOYEE LAST NAME --> xxxxxxxxxxxx

          EMPLOYEE FIRST NAME -> xxxxxxxx

          SECTION -------------> xxxxxxxxxxxxxxxx


          DELETE THIS EMPLOYEE ? (Y/N) __

          *** ARE YOU SURE ??? ***

          TYPE "*" AND HIT RETURN TO ABORT MODIFY
```

If the question is answered "Y" or "y", the system deletes the employee from the data base, and continues with the next menu. If answered "N", "n", or "*", then the system returns to the Change Employee Information menu.

If the employee is successfully deleted, then the following will appear.

```
                * DELETE EXISTING EMPLOYEE INFO. *

              EMPLOYEE NUMBER -----> nnnnnn
              EMPLOYEE LAST NAME --> xxxxxxxxxxxx
              EMPLOYEE FIRST NAME -> xxxxxxxx
              SECTION -------------> xxxxxxxxxxxxxxxxx

                 * DELETE HAS BEEN COMPLETED *

                HIT RETURN TO CONTINUE
```

If RETURN is then pressed, the following will appear.

```
                * DELETE EXISTING EMPLOYEE INFO. *

              DELETE ANOTHER EXISTING EMPLOYEE ? (Y/N) __

              ** THE DEFAULT ANSWER IS "N" **
```

If the question is answered "Y" or "y", the system returns to the beginning of the Delete Employee menus. If the question is answered "N" or "n", or if just the RETURN key is pressed, the system returns to the Change Employee Information menu.

List Employee Information Menus

If number 4 was entered on the Change Employee Information menu, it will then be replaced by the following menu.

```
          * LIST EXISTING EMPLOYEE INFO. *


     ENTER EMPLOYEE'S NAME ---> _____

     ** ONLY FIRST FIVE LETTERS ARE NEEDED **

     ****   MUST BE IN CAPITAL LETTERS   ****


     TYPE "*" AND HIT RETURN TO ABORT LISTING
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Employee Information menu. If the employee name entered is not found in the system data base, the following menu will appear.

```
* LIST EXISTING EMPLOYEE INFO. *


EMPLOYEE ....XXXXXXXXXX  WAS NOT FOUND
IN CURRENT DATA BASE


 HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Employee Information menu. If the employee name entered is found in the system data base, the following menu will appear.

```
* LIST EXISTING EMPLOYEE INFO. *


EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION -------------> xxxxxxxxxxxxxxxxx


LIST THIS EMPLOYEE ? (Y/N) __

** THE DEFAULT ANSWER IS "Y" **

TYPE "*" AND HIT RETURN TO ABORT LISTING
```

If this is the employee which the user is seeking, then by answering "Y", "y", or just by hitting the RETURN key, the system will commence to list this employee. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Employee Information menu.

The system will begin listing the employee by displaying the following menu.

```
                * LIST EXISTING EMPLOYEE INFO. *


          SEND LISTING TO PRINTER ? (Y/N) __

          **** THE DEFAULT ANSWER IS "N" ****


          ** IF ANSWER IS "N", THEN THE LISTING **
          ** IS SENT TO THE TERMINAL SCREEN     **


          TYPE "*" AND HIT RETURN TO ABORT LISTING
```

If the question is answered "Y" or "y", the system sends the listing to the line printer. If answered "N", "n" or if just the RETURN key is hit, then the listing is sent to the terminal screen.

If the question is answered with an "*", the system will return to the Change Employee Information menu. The listing sent to the terminal screen or the line printer will look like this.

```
                    * LIST EXISTING EMPLOYEE INFO. *

          EMPLOYEE NUMBER --------->  nnnnnn
          EMPLOYEE LAST NAME ------>  xxxxxxxxxxxxxx
          EMPLOYEE FIRST NAME ----->  xxxxxxxx
          SUPERVISOR LAST NAME ---->  xxxxxxxxxxxxxx
          SUPERVISOR FIRST NAME --->  xxxxxxxx
          SECTION ----------------->  xxxxxxxxxxxxxxxxx
          VACATION DAYS ALLOTED --->  nn
          VACATION DAYS CARRIED --->  nn
          FLOATERS ALLOTED -------->  nn
          VACATION DAYS APPROVED -->  nn
          FLOATERS APPROVED ------->  nn
          LIEU DAYS APPROVED ------>  nn
          ABSENCE W/WO PAY APPR.--->  nn
          EMPLOYEE ACTIVE ? ------->  x


                    HIT RETURN TO CONTINUE
```

If RETURN is then pressed, the following will appear.

```
                    * LIST EXISTING EMPLOYEE INFO. *


                    LIST ANOTHER EXISTING EMPLOYEE ? (Y/N) __

                    ** THE DEFAULT ANSWER IS "N" **
```

If the question is answered "Y" or "y", the system returns to the beginning of the List Employee Information menus. If the question is answered "N" or "n", or if just the RETURN key is pressed, the system returns to the Change Employee Information menu.

Activate/Deactivate Employee Menus

If number 5 was entered on the Change Employee Information menu, it will then be replaced by the following menu:

```
* ACTIVATE/DEACTIVATE EMPLOYEE *


ENTER EMPLOYEE'S LAST NAME ---> _____

** ONLY FIRST FIVE LETTERS ARE NEEDED **

****   MUST BE IN CAPITAL LETTERS   ****

TYPE "*" AND HIT RETURN TO ABORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Employee Information menu. If the employee name entered is not found in the system data base, the following menu will appear.

```
* ACTIVATE/DEACTIVATE EMPLOYEE *


EMPLOYEE ....XXXXXXXXXX   WAS NOT FOUND
IN CURRENT DATA BASE


HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Employee Information menu. If the employee name entered is found in the system data base, the following menue will appear.

```
  * ACTIVATE/DEACTIVATE EMPLOYEE *


EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION -------------> xxxxxxxxxxxxxxxxx


CORRECT EMPLOYEE  ?  (Y/N) __

** THE DEFAULT ANSWER IS "Y" **

TYPE "*" AND HIT RETURN TO ABORT
```

If this is the employee which the user is seeking, then by answering "Y", or "y", or just by hitting the RETURN key, the system will commence to activate or deactivate this employee. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Employee Information menu.

If the employee given is currently active, then the following menu will appear.

```
* ACTIVATE/DEACTIVATE EMPLOYEE *

EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION ------------> xxxxxxxxxxxxxxxx


EMPLOYEE IS CURRENTLY ACTIVATED

REQUEST EMPLOYEE DEACTIVATE ? (Y/N) __

TYPE "*" AND HIT RETURN TO ABORT
```

If the question is answered "*", "N" or "n", then the system will return to the Change Employee Information menu. If answered "Y" or "y", then the following menu will appear.

```
* ACTIVATE/DEACTIVATE EMPLOYEE *

EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION -------------> xxxxxxxxxxxxxxxx

EMPLOYEE IS CURRENTLY ACTIVATED

REQUEST EMPLOYEE DEACTIVATE ? (Y/N) Y

DATE EMPLOYEE DEACTIVATED (YYMMDD) _____

TYPE "*" AND HIT RETURN TO ABORT
```

If an "*" entered and RETURN is pressed, the system will return to the Change Employee Information menu. If a valid date is entered, then the system deactivates the employee and the following will appear.

```
  * ACTIVATE/DEACTIVATE EMPLOYEE *

EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION -------------> xxxxxxxxxxxxxxxx

    EMPLOYEE HAS BEEN DEACTIVATED

    HIT RETURN TO CONTINUE
```

If RETURN is pressed, then the system will return to the Change Employee Information menu.

If the employee given is currently not active, then the following menu will appear.

```
* ACTIVATE/DEACTIVATE EMPLOYEE *

EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION -------------> xxxxxxxxxxxxxxxx


EMPLOYEE IS CURRENTLY DEACTIVATED

REQUEST EMPLOYEE ACTIVATE ? (Y/N) __

TYPE "*" AND HIT RETURN TO ABORT
```

If the question is answered "*", "N", or "n", then the system will return to the Change Employee Information menu. If answered "Y" or "y", the employee is activated, and the following will appear.

```
  * ACTIVATE/DEACTIVATE EMPLOYEE *

EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION -------------> xxxxxxxxxxxxxxxx

    EMPLOYEE HAS BEEN ACTIVATED

    HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Employee Information menu.

3.3 Change Request Information Menu

If number 2 was entered on the main menu, it will then be replaced by the following menu.

```
*** CHANGE REQUEST INFORMATION ***

(1)  ADD NEW REQUEST
(2)  CHANGE A REQUEST
(3)  DELETE A REQUEST
(4)  DISPLAY A REQUEST
(5)  APPROVE OR REFUSE A REQUEST
(9)  RETURN

ENTER OPTION > __

** THE DEFAULT ANSWER IS "9" **
```

The user must enter option desired, followed by hitting the RETURN key. If number 1, 2, 3, 4, or 5, is entered, the corresponding function is started. If number 9 is entered, or nothing is entered, the Vacation System returns to the main menu. If anything else is entered, nothing will happen

Add New Request Menus

If number 1 was entered on the Change Request Information menu, it will then be replaced by the following menu.

```
        * ADD NEW REQUEST TO DATA BASE *

    ENTER EMPLOYEE'S LAST NAME ---> _____

    ** ONLY FIRST FIVE LETTERS ARE NEEDED **

    ****   MUST BE IN CAPITAL LETTERS   ****

        TYPE "*" AND HIT RETURN TO ABORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu. If the employee name is not found in the system data base, the following menu will appear.

```
          * ADD NEW REQUEST TO DATA BASE *


     EMPLOYEE.....XXXXXXXXXX   WAS NOT FOUND
     IN THE CURRENT DATA BASE

          HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Request Information menu. If the employee name entered is found in the system data base, the following menu will appear.

```
          * ADD NEW REQUEST TO DATA BASE *

     EMPLOYEE NUMBER -----> nnnnnn

     EMPLOYEE LAST NAME --> xxxxxxxxxxxx

     EMPLOYEE FIRST NAME -> xxxxxxxx

     SECTION -------------> xxxxxxxxxxxxxxxxx


          CORRECT EMPLOYEE ? (Y/N) __

          ** THE DEFAULT ANSWER IS "Y" **


          TYPE "*" AND HIT RETURN TO ABORT
```

If this is the employee which the user is seeking, then by answering "Y", "y", or just by hitting the RETURN key, the system will commence to add a new request. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu.

The system will begin adding the new request by displaying the following menu.

```
                * ADD NEW REQUEST TO DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS      ABSENCE W/WO PAY
```

```
                * CHOOSE OPTION DESIRED *
          A - ADD DAYS  D - DELETE DAYS  Q - QUIT
              ENTER CORRESPONDING LETTER -----> __
```

If the user enters the option "A", then the following menu will be displayed:

```
                * ADD NEW REQUEST TO DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

                * CHOOSE TYPE DESIRED *

 V - VACATION  F - FLOATER  L - LIEU TIME  A - ABSENCE  W/WO PAY
                ENTER CORRESPONDING LETTER --> _

                ENTER STARTING DATE (YYMMDD)-> ______

                ENTER NUMBER OF DAYS --------> ____
```

The user must first enter the type of vacation desired, by answering "V", "F", "L", or "A". Next, the user must enter the starting date of the vacation period and the number of days of the vacation. If the starting date is a weekend or statutory holiday, the system will change the starting date to the next weekday that is not a statutory holiday. Once this menu is completed, the following will be displayed.

```
                * ADD NEW REQUEST TO DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn


                  * CHOOSE OPTION DESIRED *
          A - ADD DAYS  D - DELETE DAYS  Q - QUIT
              ENTER CORRESPONDING LETTER -----> __
```

Notice that in this example the type of vacation period is normal vacation. At this point more vacation periods can be added, or a vacation period already added can be deleted. If the user enters the option "D", then the following will appear.

```
                * ADD NEW REQUEST TO DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

  VACATION      FLOATERS    LIEU DAYS     ABSENCE W/WO PAY

  1  YYMMDD nn


                    * CHOOSE OPTION DESIRED *
            A - ADD DAYS  D - DELETE DAYS  Q - QUIT
                ENTER CORRESPONDING LETTER ----> D
V - VACATION  F - FLOATER  L - LIEU TIME  A - ABSENCE W/WO PAY
                ENTER CORRESPONDING LETTER --> __
```

The user must enter the type of vacation to be deleted, by answering "V", "F", "L", or "A". If any other letter is used, the system will not except. If this step is completed corrected, the following will be displayed.

```
                    * ADD NEW REQUEST TO DATA BASE *

                    EMPLOYEE   :  xxxxxxxxxxxx
                    SUPERVISOR:  xxxxxxxxxxxx

VACATION            FLOATERS          LIEU DAYS       ABSENCE W/WO PAY
1 YYMMDD nn
```

```
                    * CHOOSE OPTION DESIRED *
              A - ADD DAYS  D - DELETE DAYS  Q - QUIT
                  ENTER CORRESPONDING LETTER -----> D
 V - VACATION     F - FLOATER  L - LIEU TIME  A - ABSENCE W/WO PAY
                  ENTER CORRESPONDING LETTER --> X
                  ENTER CORRESPONDING NUMBER --> __
```

The user must enter the number which corresponds to the vacation to be deleted. If this is done correctly, then the vacation will be erased from the terminal screen.

The user can continue to add and delete vacation days until the request has been completed. When this is reached, the following will appear.

```
                    * ADD NEW REQUEST TO DATA BASE *

                    EMPLOYEE   :  xxxxxxxxxxxx
                    SUPERVISOR:  xxxxxxxxxxxx

VACATION            FLOATERS          LIEU DAYS       ABSENCE W/WO PAY
1 YYMMDD nn


                    ADD THIS REQUEST TO DATA BASE ? (Y/N) __
```

If the user whiches to save the request he/she has just entered, then "Y" or "y" must be entered. If the user wishes to abort the request, then "N" or "n" must be entered. If the user enters "Y", or "y" the following will appear.

```
                * ADD NEW REQUEST TO DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS       ABSENCE W/WO PAY
1 YYMMDD nn

                ADD THIS REQUEST TO DATA BASE ? (Y/N) Y

                ENTER TODAY'S DATE (YYMMDD) _____
```

The user must enter the current date. If the answer is not a valid date, then the system will not accept it. If the date is valid, then the system will store the request, and the following will appear.

```
                * ADD NEW REQUEST TO DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS       ABSENCE W/WO PAY
1 YYMMDD nn

                HAS BEEN ADDED TO DATA BASE

                AND ASSIGNED REQUEST NUMBER = nnnn

                HIT RETURN TO CONTINUE
```

The system assigns a request number to the vacation request. The user must hit the RETURN key and the system will return to the Change Request Information menu.

Change A Request Menus

If number 2 was entered on the Change Request Information menu, it will then be replaced by the following menu.

```
          * MODIFY EXISTING REQUEST IN DATA BASE *



          ENTER EMPLOYEE'S LAST NAME ---> _____

          ** ONLY FIRST FIVE LETTERS ARE NEEDED **

          ****   MUST BE IN CAPITAL LETTERS   ****

              TYPE "*" AND HIT RETURN TO ABORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu. If the employee name is not found in the system data base, the following menu will appear.

```
        * MODIFY EXISTING REQUEST IN DATA BASE *


    EMPLOYEE.....XXXXXXXXXX     WAS NOT FOUND
    IN THE CURRENT DATA BASE


        HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Request Information menu. If the employee name entered is found in the system data base, the following will appear.

```
        * MODIFY EXISTING REQUEST IN DATE BASE *

        EMPLOYEE NUMBER -----> nnnnnn

        EMPLOYEE LAST NAME --> xxxxxxxxxxx

        EMPLOYEE FIRST NAME -> xxxxxxxx

        SECTION -------------> xxxxxxxxxxxxxxxx


        CORRECT EMPLOYEE  ? (Y/N) __

        ** THE DEFAULT ANSWER IS "Y" **

        TYPE "*" AND HIT RETURN TO ABORT
```

If this is the employee which the user is seeking, then by answering "Y", "y", or, just by hitting the RETURN key, the system will look for an existing request to change. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu.

When the system finds a request for the employee, the following will appear.

```
                * MODIFY EXISTING REQUEST IN DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS     ABSENCE W/WO PAY
1 YYMMDD nn


                CORRECT REQUEST ? (Y/N) __

                ** THE DEFAULT ANSWER IS "N" **

                TYPE "*" AND HIT RETURN TO ABORT
```

If the user wants to change this request, type "Y" or "y". If the user wants a different request, type "N" or "n". If the user types "N" or "n", and the system cannot find any other requests for the employee in question, then the following will appear.

```
                * MODIFY EXISTING REQUEST IN DATA BASE *


        REQUEST FOR EMPLOYEE .....XXXXXXXXXX  WAS NOT FOUND
        IN REQUEST INFORMATION PART OF DATA BASE


                    HIT RETURN TO CONTINUE
```

The user must then hit the RETURN key, and the system will return to the Change Request Information menu.

If the user has found the request desired, the following menu will appear.

```
                * MODIFY EXISTING REQUEST IN DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn


                * CHOOSE OPTION DESIRED *
          A - ADD DAYS  D - DELETE DAYS   Q - QUIT
               ENTER CORRESPONDING LETTER ----> __
```

If the options "A", or "D", are selected the system follows the same logic as in the Add A New Request Menus. If the option "Q" is entered, the following will appear.

```
                * MODIFY EXISTING REQUEST IN DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS     ABSENCE W/WO PAY
1 YYMMDD nn



                MODIFY THIS REQUEST IN DATA BASE ? (Y/N) __
```

If the user wishes to save the changes, then "Y" or "y" must be entered. If the user wishes to abort the changes, then "N" or "n" must be entered. If the user enters "Y" or "y", the following will appear.

```
                * MODIFY EXISTING REQUEST IN DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS     ABSENCE W/WO PAY
1 YYMMDD nn



                REQUEST NUMBER =  nnnn

                HAS BEEN MODIFIED IN DATA BASE

                HIT RETURN TO CONTINUE
```

The system displays the request number of the vacation request changed. The user must hit the RETURN key and the system will return to the Change Request Information menu.

Delete An Existing Request Menus

If number 3 was entered on the Change Request Information menu, it will then be replaced by the following menu.

```
        * DELETE EXISTING REQUEST IN DATA BASE *


    ENTER EMPLOYEE'S LAST NAME ---> _____

    ** ONLY FIRST FIVE LETTERS ARE NEEDED **

    ****   MUST BE IN CAPITAL LETTERS   ****

         TYPE "*" AND HIT RETURN TO ABORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu. If the employee name entered is not found in the system data base, the following will appear.

```
        * DELETE EXISTING REQUEST IN DATA BASE *


EMPLOYEE .....XXXXXXXXXX   WAS NOT FOUND
IN THE CURRENT DATA BASE


    HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Request Information menu. If the employee name entered is found in the system data base, the following will appear.

```
        * DELETE EXISTING REQUEST IN DATA BASE *

EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION -------------> xxxxxxxxxxxxxxxxx


    CORRECT EMPLOYEE ?  (Y/N) __

    ** THE DEFAULT ANSWER IS "Y" **


    TYPE "*" AND HIT RETURN TO ABORT
```

If this is the employee which the user is seeking, then by answering "Y", "y", or just by hitting the RETURN key, the system will look for an existing request to remove. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu.

When the system finds a request for the employee, the following will appear.

```
            * DELETE EXISTING REQUEST IN DATA BASE *

            EMPLOYEE  :  xxxxxxxxxxxx
            SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS     ABSENCE W/WO PAY
1 YYMMDD nn


            CORRECT REQUEST  ? (Y/N) __

            ** THE DEFAULT ANSWER IS "N" **


            TYPE "*" AND HIT RETURN TO ABORT
```

If the user wants to remove this request, type "Y" or "y". If the user wants a different request, type "N" or "n". If the user types "N" or "n", and the system cannot find any other requests for the employee in question, the following will appear.

```
                * DELETE EXISTING REQUEST IN DATA BASE *


     REQEUST FOR EMPLOYEE .....XXXXXXXXXX    WAS NOT FOUND
     IN REQUEST INFORMATION PART OF DATA BASE


          HIT RETURN TO CONTINUE
```

The user must then hit the RETURN key, and the system will return to the Change Request Information menu.

If the user has found the request desired, the following menu will appear.

```
                * DELETE EXISTING REQUEST IN DATA BASE *

                EMPLOYEE  :  xxxxxxxxxxxx
                SUPERVISOR:  xxxxxxxxxxxx

VACATION          FLOATERS          LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn


                DELETE THIS REQUEST ? (Y/N) __

                ** THE DEFAULT ANSWER IS "N" **
```

If the user enters "Y" or "y", then the system will remove the request form the system data base, and the following will appear.

```
            * DELETE EXISTING REQUEST IN DATA BASE *

            EMPLOYEE  :  xxxxxxxxxxxx
            SUPERVISOR:  xxxxxxxxxxxx

VACATION          FLOATERS          LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn


                  REQUEST NUMBER = nnnn

                  HAS BEEN DELETED IN DATA BASE

                  HIT TO CONTINUE
```

The system displays the request number of the vacation request removed from the system. The user must hit the RETURN key, and the system will return to the Change Request Information menu.

Display An Existing Request Menus

If number 4 was entered on the Change Request Information menu, it will then be replaced by the following menu.

```
        * LIST EXISTING REQUEST IN DATA BASE *


     ENTER EMPLOYEE'S LAST NAME ----> _____

     ** ONLY FIRST FIVE LETTERS ARE NEEDED **

     ****   MUST BE IN CAPITAL LETTERS   ****

         TYPE "*" AND HIT RETURN TO ABORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu. If the employee name entered is not found in the system data base, the following will appear.

```
        * LIST EXISTING REQUEST IN DATA BASE *


        EMPLOYEE.....XXXXXXXXXX          WAS NOT FOUND
        IN THE CURRENT DATA BASE


        HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Request Information menu. If the employee name entered is found in the system data base, the following will appear.

```
      * LIST EXISTING REQUEST IN DATA BASE *

            EMPLOYEE NUMBER -----> nnnnnn

            EMPLOYEE LAST NAME --> xxxxxxxxxxxx

            EMPLOYEE FIRST NAME -> xxxxxxxx

            SECTION -------------> xxxxxxxxxxxxxxxxx


            CORRECT EMPLOYEE ? (Y/N) __

            ** THE DEFAULT ANSWER IS "Y" **

            TYPE "*" AND HIT RETURN TO ABORT
```

If this is the employee which the user is seeking, then by answering "Y", "y" or just by hitting the RETURN key, the system will look for an existing request to display. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu.

When the system find a request for the employee, the following will appear.

```
              * LIST EXISTING REQUEST IN DATA BASE *

              EMPLOYEE   :  xxxxxxxxxxxx
              SUPERVISOR:  xxxxxxxxxxxx

VACATION          FLOATERS          LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn


              CORRECT REQUEST ? (Y/N) __

              ** THE DEFAULT ANSWER IS "N" **


              TYPE "*" AND HIT RETURN TO ABORT
```

If the user wants to list this request, type "Y" or "y". If the user types "N" or "n", and the system cannot find any other requests for the employee in question, the following will appear.

```
          * LIST EXISTING REQUEST IN DATA BASE *


     REQUEST FOR EMPLOYEE .....XXXXXXXXXX   WAS NOT FOUND
     IN REQUEST INFORMATION PART OF DATA BASE


          HIT RETURN TO CONTINUE
```

The user must then hit the return key, and the system will return to the Change Request Information menu.

If the user has found the request desired, the following menu will appear.

```
          * LIST EXISTING REQUEST IN DATA BASE *


     SEND LISTING TO PRINTER ? (Y/N) __

     **** THE DEFAULT ANSWER IS "N" ****


     ** IF ANSWER IS "N", THEN THE LISTING **
     ** IS SENT TO THE TERMINAL SCREEN     **


     TYPE "*" AND HIT RETURN TO ABORT LISTING
```

If the user enters "Y" or "y", then the system sends a listing of the request to the line printer. If the user enters "N", "n", or just hits the RETURN key, the following will appear.

```
              * LIST EXISTING REQUEST IN DATA BASE *

              EMPLOYEE  :  xxxxxxxxxxxx
              SUPERVISOR:  xxxxxxxxxxxx

VACATION         FLOATERS        LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn



              HIT RETURN TO CONTINUE
```

The request is displayed on the terminal screen. When the user hits the RETURN key, the following will appear.

```
              * LIST EXISTING REQUEST IN DATA BASE *

              EMPLOYEE  :  xxxxxxxxxxxx
              SUPERVISOR:  xxxxxxxxxxxx

VACATION         FLOATERS        LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn



              REQUEST NUMBER =  nnnn

              HAS BEEN LISTED IN DATA BASE

              HIT RETURN TO CONTINUE
```

The system displays the request number of the vacation request displayed by the system. The user must hit the RETURN key, and the system will return to the Change Request Information menu.

Approve Or Refuse A Request Menus

If number 5 was entered on the Change Request Information menu, it will then be replaced by the following menu.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *


   ENTER EMPLOYEE'S LAST NAME ---> _____

   ** ONLY FIRST FIVE LETTERS ARE NEEDED **

   ****   MUST BE IN CAPITAL LETTERS   ****

        TYPE "*" AND HIT RETURN TO ABORT
```

If an "*" entered, the system will return to the Change Request Information menu. If the employee name entered is not found in the system data base, the following will appear.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE  *


     EMPLOYEE.....XXXXXXXXXX      WAS NOT FOUND
     IN THE CURRENT DATA BASE


        HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Request Information menu. If the employee name entered is found in the system data base, the following will appear.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE  *


     EMPLOYEE NUMBER -----> nnnnnn

     EMPLOYEE LAST NAME --> xxxxxxxxxxxx

     EMPLOYEE FIRST NAME -> xxxxxxxx

     SECTION -------------> xxxxxxxxxxxxxxxx


     CORRECT EMPLOYEE ? (Y/N) __

     ** THE DEFAULT ANSWER IS "Y" **


     TYPE "*" AND HIT RETURN TO ABORT
```

If this is the employee which is wanted, then by answering "Y", "y", or just by hitting the RETURN key, the system will look for an existing request to approve or refuse. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered and RETURN is pressed, the system will return to the Change Request Information menu.

When the system finds a request for the employee, the following will appear.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *

             EMPLOYEE  :  xxxxxxxxxxxx
             SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS     ABSENCE W/WO PAY
1 YYMMDD nn


             CORRECT REQUEST ? (Y/N) __

             ** THE DEFAULT ANSWER IS "N" **

             TYPE "*" AND HIT RETURN TO ABORT
```

If the user wants to approve or refuse this request, type "Y" or "y". If the user types "N" or "n", the system looks for another request. If another one cannot be found, the following will appear.

```
*  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *


REQUEST FOR EMPLOYEE .....XXXXXXXXXX      WAS NOT FOUND
IN REQUEST INFORMATION PART OF DATA BASE


   HIT RETURN TO CONTINUE
```

The user must hit the RETURN key, and the system will return to the Change Request Information menu.

If the user has found the request desired, the following menu will appear.

```
*  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *

      EMPLOYEE  :  xxxxxxxxxxxx
      SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS     ABSENCE W/WO PAY
1 YYMMDD nn


HAS REQUEST BEEN APPROVED  ? (Y/N) __


   TYPE "*" AND HIT RETURN TO ABORT
```

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *

             EMPLOYEE  :  xxxxxxxxxxxx
             SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn


     HAS REQUEST BEEN APPROVED  ? (Y/N) Y

     ENTER DATE OF APPROVAL (YYMMDD) ______


        TYPE "*" AND HIT RETURN TO ABORT
```

The user must enter a valid date or the system will not accept it. After the system has validated the date of approval, the following will appear.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *

             EMPLOYEE  :  xxxxxxxxxxxx
             SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn


        REQUEST NUMBER =  nnnn

        HAS BEEN APPROVED IN DATA BASE

        HIT RETURN TO CONTINUE
```

The system displays the request number of the vacation request that has been approved. The user must hit the RETURN key, and the following will appear.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *


   EMPLOYEE HAS BEEN UPDATED

   IN CURRENT DATA BASE.....


        HIT RETURN TO CONTINUE
```

The system is telling the user that the vacation request has been added to the list of approved vacation for the employee in question. The user will return to the Change Request Information menu.

If the user had entered "N" or "n", when asked if the request had been approved, the following would have appeared.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *

             EMPLOYEE  :  xxxxxxxxxxxx
             SUPERVISOR:  xxxxxxxxxxxx

VACATION          FLOATERS          LIEU DAYS      ABSENCE W/WO PAY
1 YYMMDD nn


    HAS REQUEST BEEN APPROVED ? (Y/N) N

    ENTER DATE OF REFUSAL (YYMMDD) ______

        TYPE "*" AND HIT RETURN TO ABORT
```

The user must enter a valid date or the system will not accept it. After the system has validated the date of refusal, the following will appear.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *

    REASON FOR REFUSAL

-----------------------------------


        REASON ENTERED CORRECTLY ? (Y/N) __

        TYPE "*" AND HIT RETURN TO ABORT
```

The reason for the refusal of the vacation request is entered, and the question is answered "Y" or "y". If this is completed correctly, the following will appear.

```
        *  APPROVE/REFUSE EXISTING REQUEST IN DATA BASE *

             EMPLOYEE  :  xxxxxxxxxxxx
             SUPERVISOR:  xxxxxxxxxxxx

VACATION        FLOATERS        LIEU DAYS     ABSENCE W/WO PAY
1 YYMMDD nn



             REQUEST NUMBER = nnnn

             HAS BEEN REFUSED IN DATA BASE

             HIT RETURN TO CONTINUE
```

The system displays the request number of the vacation request refused by the system. The user must hit the RETURN key, and the system will return to the Change Request Information menu.

3.4 Change Supervisor Information Menu

If number 3 was entered on the main menu, it will then be replaced by the following menu.

```
                ** CHANGE SUPERVISOR INFORMATION **

                (1)  ADD NEW SUPERVISOR
                (2)  CHANGE SUPERVISOR INFORMATION
                (3)  REMOVE SUPERVISOR
                (4)  DISPLAY SUPERVISOR INFORMATION
                (9)  RETURN


ENTER OPTION > _
```

** THE DEFAULT ANSWER IS '9' **

The user must enter option desired, followed by hitting the return key. If number 1, 2, 3, or 4, is entered, the corresponding function is started. If number 9 is entered, or nothing is entered, the Vacation System returns to the main menu. If anything else is entered, nothing will happen.

Add A New Supervisor Menus

If number 1 was entered on the Change Supervisor Information menu, it will then be replaced by the following menu.

* ADD NEW SUPERVISOR TO DATA BASE *

ENTER SUPERVISOR'S LAST NAME --> _____

** ONLY FIRST FIVE LETTERS ARE NEEDED **

**** MUST BE IN CAPITAL LETTERS ****

TYPE '*' AND HIT RETURN TO ABORT

If an "*" is entered and RETURN is pressed, the system will return to the Change Supervisor Information menu. If the supervisor name is not found in the system database, the following will appear.

* ADD NEW SUPERVISOR TO DATA BASE *

SUPERVISOR ..... XXXXXXXXXX WAS NOT FOUND IN
EMPLOYEE INFORMATION PART OF DATABASE

HIT RETURN TO CONTINUE

If RETURN is pressed, the system will return to the Change Supervisor Information menu. If the supervisor name entered is found in the system database, the following menu will appear.

* ADD NEW SUPERVISOR TO DATA BASE *

EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME ---> xxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxxxx

SECTION ----------> xxxxxxxxxxxxxxx

CORRECT SUPERVISOR ? (Y/N) __

** THE DEFAULT ANSWER IS 'Y' **

TYPE '*' AND HIT RETURN TO ABORT

If this is the employee which the user wants to designate as a supervisor, then by answering "Y", "y", or just by hitting the RETURN key, the system will commence to add a new supervisor. If "N" or "n" is entered, the system will attempt to find another employee with the same name. If an "*" is entered, and RETURN is pressed, the system will return to the Change Supervisor Information menu.

The system will begin adding a new supervisor by displaying the following menu.

```
          * ADD NEW SUPERVISOR TO DATA BASE *

        ADDING SUPERVISOR : xxxxxxxxxxxxxxxxxxx
        LIST #1
```

```
                * CHOOSE OPTION DESIRED *
    A - ADD EMPLOYEE   D - DELETE EMPLOYEE   Q - QUIT
          ENTER CORRESPONDING LETTER -----> __
```

The system allows the user to create up to 5 lists each containing up to 25 employees. If the user enters the option "A", then the following menu will appear.

```
                * ADD NEW SUPERVISOR TO DATA BASE *


ENTER EMPLOYEE's LAST NAME ---> _________

** ONLY FIRST FIVE LETTERS ARE NEEDED **

****   MUST BE IN CAPITAL LETTERS   ****

                TYPE '*' AND HIT RETURN TO ABORT
```

The user enters the last name of the employee to be added to the list. If the name is found in the system database, the following is displayed.

```
                *  ADD NEW SUPERVISOR TO DATA BASE  *

EMPLOYEE NUMBER -----> nnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION ------------> xxxxxxxxxxxxxx

CORRECT EMPLOYEE  ?  (Y/N)  __

**  THE DEFAULT ANSWER IS 'Y'  **


TYPE '*' AND HIT RETURN TO ABORT
```

If the user enters "N" or "n", the system will attempt to find another employee with the same name. If "Y", "y", or the RETURN key is entered, the following menu will be displayed.

```
              *  ADD NEW SUPERVISOR TO DATA BASE  *

            ADDING SUPERVISOR : xxxxxxxxxxxxxxxxxxxx
            LIST # 1

1  xxxxxxxxxxxxxxxxxxxxxxx
```

```
                    * CHOOSE OPTION DESIRED *
          A - ADD EMPLOYEE   D - DELETE EMPLOYEE   Q - QUIT
              ENTER CORRESPONDING LETTER ----> __
```

If the user enters the option "D" this time, the follwing will appear.

```
                * ADD NEW SUPERVISOR TO DATA BASE *

            ADDING SUPERVISOR : xxxxxxxxxxxxxxxxxxxxxx
            LIST # 1

1  xxxxxxxxxxxxxx
```

```
                    * CHOOSE OPTION DESIRED *
          A - ADD EMPLOYEE    D - DELETE EMPLOYEE    Q - QUIT
                ENTER CORRESPONDING LETTER  ----> D
                ENTER CORRESPONDING NUMBER  --> _
```

The user must enter the number which corresponds to the employee to be deleted.

The user can continue to add and delete employee to the list. When the list is completed, the following will appear.

```
                * ADD NEW SUPERVISOR TO DATA BASE *

ADDING SUPERVISOR : xxxxxxxxxxxxxxxxx
```

```
CREATE ANOTHER LIST ? (Y/N)  __

**  THE DEFAULT ANSWER IS 'N'  **


TYPE '*' AND HIT RETURN TO ABORT
```

If the user wishes to create another list of employees for the same supervisor, then type "Y" or "y". If the user has completed the lists of employees, then type "N" or "n", and the system will display the following.

```
                * ADD NEW SUPERVISOR TO DATA BASE *


SUPERVISOR EMPLOYEE NUMBER ----> nnnnnnn

SUPERVISOR LAST NAME ----------> xxxxxxxxxxx

SUPERVISOR FIRST NAME ---------> xxxxxxxxx

SECTION -----------------------> xxxxxxxxxxxx

                * HAS BEEN ADDED TO DATA BASE *


                HIT RETURN TO CONTINUE
```

The system has added the new supervisor to the system databases. The user must hit the RETURN key and the system will return to the Change Supervisor Information menu.

Change A Supervisor Menus

If number 2 was entered on the Change Supervisor Information menu, it will then be replaced by the following menu.

```
          * MODIFY EXISTING SUPERVISOR IN DATA BASE *




ENTER SUPERVISOR's LAST NAME --> _____

** ONLY FIRST FIVE LETTERS ARE NEEDED **

****   MUST BE IN CAPITAL LETTERS   ****


     TYPE '*' AND HIT RETURN TO ABORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Supervisor Information menu. If the supervisor name is not found in the system database, the following menu will appear.

```
          * MODIFY EXISTING SUPERVISOR IN DATA BASE *




SUPERVISOR.....XXXXXXX WAS NOT FOUND
IN EMPLOYEE INFORMATION PART OF DATA BASE


HIT RETURN TO CONTINUE
```

If RETURN is pressed, the sytem will return to the Change Supervisor Information menu. If the supervisor name is found in the system database, the following will appear.

```
        * MODIFY EXISTING SUPERVISOR IN DATA BASE *

EMPLOYEE NUMBER -----> nnnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxx

SECTION ------------> xxxxxxxxxxxxx

CORRECT SUPERVISOR ? (Y/N)  __

**  THE DEFAULT ANSER IS 'Y'  **


TYPE '*' AND HIT RETURN TO ABORT
```

If this is the supervisor which the user is seeking, then by answering "Y", "y", or just by hitting the RETURN key, the system will begin to change the supervisor. If "N" or "n" is entered, the system will attempt to find another supervisor with the same name.

The system begins the changing of a supervisor by displaying the following.

```
          * MODIFY EXISTING SUPERVISOR IN DATA BASE *

          MODIFYING SUPERVISOR : xxxxxxxxxxxxxxxxxxx
          LIST # 1

1 xxxxxxxxxxx
```

```
                CORRECT LIST TO MODIFY ?  (Y/N)  __

                  ** THE DEFAULT ANSWER IS 'Y' **
```

If this is the list to change, enter "Y" or "y". If this is not the correct list, enter "N" or "n". If the user has entered "Y" or "y", the following will appear.

```
          * MODIFY EXISTING SUPERVISOR IN DATA BASE *

          MODIFYING SUPERVISOR : xxxxxxxxxxxxxxxxxxx
          LIST # 1

1 xxxxxxxxxxxxxxxx
```

```
                    * CHOOSE OPTION DESIRED *
          A - ADD EMPLOYEE   D - DELETE EMPLOYEE   Q - QUIT
                    ENTER CORRESPONDING LETTER ----> __
```

Options "A" and "D" are exactly the same as for the Add New Supervisor Menus. When the user has finished modifying the list of employees, "Q" must be entered. Then the following is displayed.

```
          * MODIFY EXISTING SUPERVISOR IN DATA BASE *

SUPERVISOR EMPLOYEE NUMBER ---> nnnnnnn

SUPERVISOR LAST NAME ---------> xxxxxxxxxxxxxxxx

SUPERVISOR FIRST NAME --------> xxxxxxx

SECTION ----------------------> xxxxxxxxxxxxxxxxxxx

              * HAS BEEN MODIFIED IN DATA BASE *

              HIT RETURN TO CONTINUE
```

The user must hit the RETURN key and the system will return to the Change Supervisor Information menu.

Remove Supervisor Menus

If the number 3 was entered on the Change Supervisor Information menu, it will then be replaced by the following menu.

```
          * DELETE EXISTING SUPERVISOR IN DATA BASE *




ENTER SUPERVISOR's LAST NAME --> _________

** ONLY FIRST FIVE LETTERS ARE NEEDED **

****   MUST BE IN CAPITAL LETERS   ****

TYPE '*' AND HIT RETURN TO ABORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Supervisor Information menu. If the supervisor name entered is not found in the system database, the following will appear.

```
          *  DELETE EXISTING SUPERVISOR IN DATA BASE *


          SUPERVISOR ......XXXXXXXXXX  WAS NOT FOUND
          IN EMPLOYEE INFORMATION PART OF DATA BASE.


                    HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Supervisor Information menu. If the supervisor name entered is found in the system data base, the following will appear.

```
          *  DELETE EXISTING SUPERVISOR IN DATA BASE *

EMPLOYEE NUMBER -----> nnnnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxxxxxxx

SECTION ------------> xxxxxxxxxxxxxxxxx

CORRECT SUPERVISOR ? (Y/N)  _

** THE DEFAULT ANSWER IS 'Y' **


TYPE '*' AND HIT RETURN TO ABORT
```

If this is the supervisor which the user is seeking, then by answering "Y", "y", or just by hitting the RETURN key, the system will begin to remove this supervisor from the system data base. If "N" or "n" is entered, the system will attempt to find another supervisor with the same name.

The system begins removing the supervisor chosen by displaying the following menu.

```
          * DELETE EXISTING SUPERVISOR IN DATA BASE *

SUPERVISOR EMPLOYEE NUMBER ------> nnnnnnnnnn

SUPERVISOR LAST NAME ------------> xxxxxxxxxx

SUPERVISOR FIRST NAME -----------> xxxxxxxxxx

SECTION -------------------------> xxxxxxxxxx


DELETE THIS SUPERVISOR? (Y/N) __
```

If the user still wishes to remove this supervisor, type "Y" or "y". If the system removes the supervisor successfully, the following will appear.

```
          * DELETE EXISTING SUPERVISOR IN DATA BASE *

SUPERVISOR EMPLOYEE NUMBER -----> nnnnnnnnn

SUPERVISOR LAST NAME -----------> xxxxxxxxx

SUPERVISOR FIRST NAME ----------> xxxxxxxxx

SECTION ------------------------> xxxxxxxxx

              * HAS BEEN DELETED FROM DATA BASE *

              HIT RETURN TO CONTINUE
```

The user must now hit the RETURNB key, and the system will return to the Change Supervisor Information menu.

Display A Supervisor Menus

If number 4 was entered on the Change Supervisor Information menu, it will then be replaced by the following menu.

```
                * LIST EXISTING SUPERVISOR IN DATA BASE *




ENTER SUPERVISOR's LAST NAME --> _______

** ONLY FIRST FIVE LETTERS ARE NEEDED **

****   MUST BE IN CAPITAL LETTERS   ****

                TYPE '*' AND HIT RETURN TO ABORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Change Supervisor Information menu. If the supervisor name entered is not found in the system database, the following will appear.

```
                * LIST EXISTING SUPERVISOR IN DTA BASE *




        SUPERVISOR .........XXXXXXXXX WAS NOT FOUND
        IN EMPLOYEE INFORMATION PART OF DATA BASE


                HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Change Supervisor Information menu. If the supervisor name entered is found in the system database, the following will appear.

```
            * LIST EXISTING SUPERVISOR IN DATA BASE *

EMPLOYEE NUMBER -------> nnnnnnn

EMPLOYEE LAST NAME ----> xxxxxxx

EMPLOYEE FIRST NAME ---> xxxxxxx

SECTION ---------------> xxxxxxxx

                CORRECT SUPERVISOR ?  (Y/N) __

                **  THE DEFAULT ANSWER IS 'Y'  **


TYPE '*' AND HIT RETURN TO ABORT
```

If this is the supervisor which the user is seeking, then by answering "Y", "y", or just by hitting the RETURN key, the system will begin to display the supervisor's information. If "N" or "n" is entered, the system will attempt to find another supervisor with the same name.

The system begins the displaying task by asking the following question.

```
            * LIST EXISTING SUPERVISOR IN DATA BASE *



SEND LISTING TO RPINTER ? (Y/N)  ___

****  THE DEFAULT ANSWER IS 'N'  ****


          **  IF ANSWER IS 'N', THEN THE LISTING  **
            **  IS SENT TO THE TERMINAL SCREEN  **

TYPE '*' AND HIT RETURN TO ABORT LISTING
```

If the user enters "Y" or "y", then the system sends a listing of the supervisor's information to the line printer. If the user enters "N", "n", or just hits the RETURN key, the following will appear.

```
            * LIST EXISTING SUPERVISOR IN DATA BASE *

SUPERVISOR EMPLOYEE NUMBER ---> nnnnnnn

SUPERVISOR LAST NAME ---------> xxxxxxxxxxxx

SUPERVISOR FIRST NAME --------> xxxxxxxxxxxx

SECTION ----------------------> xxxxxxxxxxxx


                    HIT RETURN TO CONTINUE
```

If the user hits RETURN again, the following will appear.

```
            * LIST EXISTING SUPERVISOR IN DATA BASE *
            LIST # 1

1 > nnnnnnnn  xxxxxxxxxxxx            xxxxxxxxxxx


                    HIT RETURN TO CONTINUE
```

The system will display one screen for each list of employees the supervisor has. When the user hits RETURN again, the following is displayed.

```
                * LIST EXISTING SUPERVISOR IN DATA BASE *

SUPERVISOR EMPLOYEE NUMBER ----> nnnnnn

SUPERVISOR LAST NAME ----------> xxxxxxx

SUPERVISOR FIRST NAME ---------> xxxxxxx

SECTION -----------------------> xxxxxxxxxxxxxxxx

                        * HAS BEEN LISTED *


                      HIT RETURN TO CONTINUE
```

The user must hit the RETURN key again, and the system will return to the Change Supervisor Information menu.

3.5 Report Generation Menu

If number 4 was entered on the main menu, it will then be replaced by the following menu.

```
***  GENERATE A VACATION REPORT  ***

(1)  EMPLOYEE VACATION STATUS
(2)  VACATION STATUS OF A SUPERVISOR'S IMMEDIATE STAFF
(3)  EMPLOYEES WITH 'X' PERCENT OF THEIR VACATION LEFT
(4)  EMPLOYEES BOOKED OFF TODAY
(5)  SUMMARY OF EMPLOYEE REQUESTS
(6)  EMPLOYEES IN DATA BASE
(9)  RETURN

ENTER OPTION > _

              **  THE DEFAULT ANSWER IS '9'  **
```

The user must enter option desired, followed by hitting the RETURN key. If number 1, 2, 3, 4, 5, or 6, is entered, the corresponding report is started. If number 9 is entered, or nothing is entered, the Vacation System returns to the main menu. If anything else is entered, nothing will happen.

Employee Vacation Status Menus

If number 1 was entered on the Generate A Vacation Report menu, it will then be replaced by the following menu.

```
                    * EMPLOYEE VACATION STATUS *



ENTER EMPLOYEE's LAST NAME ----> _________

**  ONLY FIRST FIVE LETTERS ARE NEEDED  **

****    MUST BE IN CAPITAL LETTERS    ****

TYPE '*' AND HIT RETURN TO ABORT REPORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Generate A Vacation Report menu. If the employee name entered is not found in the system database, the following will appear.

```
                  *  EMPLOYEE VACATION STATUS  *



              EMPLOYEE ....XXXXXXXX WAS NOT FOUND
              IN CURRENT DATA BASE


                   HIT RETURN TO CONTINUE
```

If RETURN is pressed, the system will return to the Generate A Vacation Report menu. If the employee nname entered is found in the system data base, the following will appear.

```
                    *  EMPLOYEE VACATION STATUS  *

EMPLOYEE NUMBER -----> nnnnnnnn

EMPLOYEE LAST NAME --> xxxxxxxxxxxx

EMPLOYEE FIRST NAME -> xxxxxxxxx

SECTION ------------> xxxxxxxxxxxx

                  SELECT THIS EMPLOYEE ? (Y/N) __

                  **  THE DEFAULT ANSWER IS 'Y'  **
```

If this is the employee which the user is seeking, then by answering "Y", "y", or just by hitting the RETURN key, the system will begin to create the report desired. If "N" or "n" is entered, the system will attempt to find another employee with the same name.

The system begins the report generation by asking the following question.

```
                    * EMPLOYEE VACATION STATUS *



ENTER TODAY'S DATE (YYMMDD) _____

TYPE '*' AND HIT RETURN TO ABORT REPORT
```

The system will not allow an invalid date to be entered. If the user enters a valid date, then the following will appear.

```
                    * EMPLOYEE VACATION STATUS *




                SEND OUTPUT TO PRINTER ? (Y/N) __

                **** THE DEFAULT IS 'N' ****

              ** IF ANSWER IS 'N', THEN THE LISTING **
                ** IS SENT TO THE TERMINAL SCREEN **


                TYPE '*' AND HIT RETURN TO ABORT REPORT
```

If the user enter "Y" or "y", then the system sends a listing to the line printer. If the user enters "N", "n", or just hits the RETURN key, the following will appear.

```
APPROVED VACATION STATUS FOR : xxxxxxxxxxxxxxxxxxxx

DATE : YYMMDD          EMPLOYEE # : nnnnnn

THIS YEAR'S ENTITLEMENT :      APPROVED TO DATE :
      VACATION = nn                  VACATION = nn
    CARRY OVER = nn                CARRY OVER = nn
      FLOATERS = nn                  FLOATERS = nn
         TOTAL = nn                    OTHERS = nn
                                         TOTAL = nn

TAKEN TO YYMMDD :
      VACATION = nn
    CARRY OVER = nn
      FLOATERS = nn
        OTHERS = nn
         TOTAL = nn

BALANCE TO BE TAKEN :
          VACATION = nn
        CARRY OVER = nn
          FLOATERS = nn
             TOTAL = nn

                    HIT RETURN TO CONTINUE
```

If the user hits the RETURN key, the system will return to the Generate A Vacation Report menu.

Vacation Status of Staff Menus

If number 2 was entered on the Generate A Vacation Report menu, it will then be replaced by the following menu.

* VACATION STATUS OF STAFF *

ENTER SUPERVISOR's LAST NAME --> _____

** ONLY FIRST FIVE LETTERS ARE NEEDED **

**** MUST BE IN CAPITAL LETTERS ****

TYPE '*' AND HIT RETURN TO ABORT REPORT

If an "*" is entered and RETURN is pressed, the system will return to the Generate A Vacation Report menu. If the supervisor name entered is not found in the system database, the following will appear.

* VACATION STATUS OF STAFF *

SUPERVISOR .....XXXXXXXX WAS NOT FOUND
IN CURRENT DATABASE

HIT RETURN TO CONTINUE

If RETURN is pressed, the system will return to the Generate A Vacation Report menu. If the supervisor name entered is found in the system data base, the following will appear.

* VACATION STATUS OF STAFF *

SUPERVISOR EMPLOYEE NUMBER ---> nnnnnn

SUPERVISOR LAST NAME ---------> xxxxxx

SUPERVISOR FIRST NAME --------> xxxxxx

SECTION ----------------------> xxxxxxx

SELECT THIS SUPERVISOR? (Y/N) __

** THE DEFAULT ANSWER IS 'Y' **

If this is the supervisor wanted, then by answering "Y", "y", or just by hitting the RETURN key, the system will begin to create the report desired. If "N" or "n" is entered, the system will attempt to find another supervisor with the same name.

The system begins the report generation by asking the following question.

* VACATION STATUS OF STAFF *

ENTER STARTING YEAR AND MONTH WANTED (YYMM) _____

TYPE '*' AND HIT RETURN TO ABORT REPORT

If the user enters a valid year and month, then the following will appear.

* VACATION STATUS OF STAFF *

THE FOLLOWING LIST OF EMPLOYEES WILL BE PRINTED
AS THEY ARE SHOWN REPORTING TO XXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXX

CORRECT LIST OF EMPLOYEES ? (Y/N) __

** THE DEFAULT ANSWER IS 'Y' **

A supervisor may have up to five lists of employees. If this is not the correct list, type "N" or "n". When the correct list appears, enter "Y", "y", or just hit the RETURN key. When the correct list has been found, the following will appear.

```
                    *  VACATION STATUS OF STAFF  *




SEND OUTPUT TO PRINTER ? (Y/N) __

****  THE DEFAULT ANSWER IS 'N'  ****


**  IF ANSWER IS 'N', THEN THE LISTING  **
**  IS SENT TO THE TERMINAL SCREEN  **


TYPE '*' AND HIT RETURN TO ABORT REPORT
```

If the user enters "Y" or "y", then the system sends a listing to the line printer. If the user enters "N", "n", or just hits the RETURN key, the following will appear.

```
SUPERVISOR : XXXXXXX
BEGINNING DATE : YYMMDD

LAST NAME          FIRST NAME             111111111122222222233
                                  12345678901234567890123456789 01
XXXXXXXXXXX        XXXXXXXXXX    X XX     XX     XX     XX     X
```

HIT RETURN TO CONTINUE

If the user hits the RETURN key, the system will return to the Generate A Vacation Report menu.

Employees With Vacation Remaining Menus

If number 3 was entered on the Generate A Vacation Report menu, it will then be replaced by the following menu.

```
                * EMPLOYEES WITH VACATION REMAINING *



LIST THOSE WHO STILL HAVE _____
PERCENTAGE OF THEIR VACATION REMAINING



TYPE IN '*' AND HIT RETURN TO ABORT REPORT
```

If an "*" is entered and RETURN is pressed, the system will return to the Generate A Vacation Report menu. If the user enters a valid number between 0 and 100, the following will appear.

```
                * EMPLOYEES WITH VACATION REMAINING *



ENTER TODAY'S DATE (YYMMDD) _______



TYPE IN '*' AND HIT RETURN TO ABORT REPORT
```

The system will not allow an invalid date to be entered. Once the user enters a valid date, the following will appear.

```
            *  EMPLOYEES WITH VACATION REMAINING  *



*  IF NOTHING IS ENTERED, THEN REPORT  **
*  WILL USE EVERY ACTIVE A EMPLOYEE REPORT **

ENTER SUPERVISOR's LAST NAME  --->  _______

**  ONLY FIRST FIVE LETTERS ARE NEEDED  **

****  MUST BE IN CAPITAL LETTERS  ****


TYPE IN '*' AND HIT RETURN TO ABORT REPORT
```

The system allows the user to just report on a group of employees who report to the same supervisor. If nothing is entered, all of the employees in the system database are included. If the supervisor name is entered, and is found in the system database, the following will appear.

```
            *  EMPLOYEES WITH VACATION REMAINING  *

SUPERVISOR EMPLOYEE NUMBER  --->  nnnnnn

SUPERVISOR LAST NAME  --------->  xxxxxxxxxx

SUPERVISOR FIRST NAME  -------->  xxxxxxxxxx

SECTION  ---------------------->  xxxxxxxxxxxxxxx

    SELECT THIS SUPERVISOR?  (Y/N)  ___

    **  THE DEFAULT ANSWER IS 'Y'  **


TYPE IN '*' AND HIT RETURN TO ABORT REPORT
```

If this is the supervisor wanted, then by answering "Y", "y", or just by hitting the RETURN key, the system will begin to create the report desired. If "N" or "n" is entered, the system will attempt to find another supervisor with the same name.

The system begins toe report generation by asking the following question.

```
            *  EMPLOYEES WITH VACATION REMAINING  *
```

```
SEND OUTPUT TO PRINTER ?  (Y/N) __

****  THE DEFAULT ANSWER IS 'N'  ****

**  IF ANSWER IS 'N', THEN THE LISTING  **
**  IS SENT TO THE TERMINAL SCREEN  **
```

If the user enters "Y" or "y", then the system sends a listing to the line printer. If the user enters "N", "n", or just hits the RETURN key, the following will appear.

```
              EMPLOYEES WHO STILL HAVE nnn PERCENT
               OF THEIR VACATION LEFT AS OF YYMMDD

LAST NAME       FIRST NAME        SECTION           PERCENTAGE

xxxxxxxxx       xxxxxxxxxx        xxxxxxxxxxx            nnn
```

```
HIT RETURN TO CONTINUE
```

If the user hits the RETURN key, the system will return to the Generate A Vacation Report menu.

Employees Booked Off Today Menus

If number 4 was entered on the Generate A Vacation Report menu, it will then be replaced by the following menu.

```
                    *  EMPLOYEES BOOKED OFF TODAY  *



ENTER TODAY'S DATE (YYMMDD) _____


TYPE IN '*' AND HIT RETURN TO ABORT REPORT
```

If an "*" is entered, and RETURN is pressed, the system will return to the Generate A Vacation Report menu. If the user enters a valid date, the following will appear.

```
                    *  EMPLOYEES BOOKED OFF TODAY  *



*  IF NOTHING IS ENTERED, THEN REPORT  *
*  WILL USE EVERY ACTIVE EMPLOYEE.     *

ENTER SUPERVISOR's LAST NAME  ---> _____

**  ONLY FIRST FIVE LETTERS ARE NEEDED  **

****  MUST BE IN CAPITAL LETTERS  ****


TYPE IN '*' AND HIT RETURN TO ABORT REPORT
```

The system allows the user to just report on a group of employees who report to the same supervisor. If nothing is entered, all of the employees in the system database are included, and the following will appear.

```
                    *  EMPLOYEES BOOKED OFF TODAY  *



SEND REPORT TO PRINTER ? (Y/N)  __

****  THE DEFAULT ANSWER IS 'N'  ****


**  IF ANSWER IS 'N', THEN THE LISTING  **
**  IS SENT TO THE TERMINAL SCREEN  **
```

If the user enters "Y" or "y", then the system sends the report to the line printer. If the user enters "N", "n", or just hits the RETURN key, the following will appear.

```
                EMPLOYEES WHO ARE BOOKED OFF FOR YYMMDD

LAST NAME         FIRST NAME       SECTION              NUMBER

xxxxxxxxxxxx      xxxxxxxxxxx      xxxxxxxxxxxxxx       nnnnnnnnn
```

```
                        HIT RETURN TO CONTINUE
```

If the user hits the RETURN key, the system will return to the Generate A Vacation Report menu.

Summary Of Employee Requests Menus

If number 5 was entered on the Generate A Vacation Report menu, it will then be replaced by the following menu.

```
                * SUMMARY OF EMPLOYEE REQUESTS *



ENTER EMPLOYEE's LAST NAME --->  _____

**  ONLY FIRST FIVE LETTERS ARE NEEDED  **

****  MUST BE IN CAPITAL LETTERS  ****

TYPE '*' AND HIT RETURN TO ABORT
```

If an "*" is entered, and RETURN is pressed, the system will return to the Generate A Vacation Report menu. If the employee name entered is not found in the system database, the following will appear.

```
                * SUMMARY OF EMPLOYEE REQUESTS *



        EMPLOYEE......XXXXXXXX  WAS NOT FOUND
              IN THE CURRENT DATA BASE


                HIT RETURN TO CONTINUE
```

If the user hits the RETURN key, the system returns to the Generate A Vacation Report menu.

If the employee name is found, the following will appear.

```
                * SUMMARY OF EMPLOYEE REQUESTS *

EMPLOYEE  NUMBER  -----> nnnnnn

EMPLOYEE LAST NAME  ---> xxxxxxxxxxx

EMPLOYEE FIRST NAME  --> xxxxxxxxxxx

SECTION  --------------> xxxxxxxxxxx

                CORRECT EMPLOYEE  ?  (Y/N)  ___

                **  THE DEFAULT ANSWER IS 'Y'  **


                TYPE '*' AND HIT RETURN TO ABORT
```

If this is the correct employee, by entering "Y", "y", or just by hitting the RETURN key, the system will begin to generate the report. If the user enters "N" or "n", the system attempts to find another employee with the same name.

The system begins the report by displaying the following.

```
                * SUMMARY OF EMPLOYEE REQUESTS *


NUMBER OF REQUESTS  ---------> nn

NUMBER OF APPROVALS  --------> nn

NUMBER OF REFUSALS  ---------> nn

NUMBER BEING PROCESSED  -----> nn


                HIT RETURN TO CONTINUE
```

If the user hits the RETURN key, the following will appear.

```
                    *  SUMMARY OF EMPLOYEE RQUESTS  *
```

```
SEND OUTPUT TO PRINTER ?  (Y/N)  __

****  THE DEFAULT ANSWER IS 'N'  ****

**  IF ANSWER IS 'N', THEN THE LISTING  **
**  IS SENT TO THE TERMINAL SCREEN      **

TYPE '*' AND HIT RETURN TO ABORT REPORT REPORT
```

If the user enters "Y" or "y", then the system sends the report to the line printer. If the user enters "N", "n", or just hits the RETURN key, the system sends the report to terminal screen. Either way, the following will appear.

```
                    *  SUMMARY OF EMPLOYEE REQUESTS  *
```

```
INCLUDE DETAILS OF EACH REQUEST?  (Y/N) __

****  THE DEFAULT ANSWER IS 'N'  ****

**  IF ANSWER IS 'N', THEN ONLY A  **
**  SUMMARY WILL BE PRINTED.  **

            TYPE '*' AND HIT RETURN TO ABORT REPORT
```

If the user enters "Y" or "y", then the system will include details of each vacation requiest in the report. If the user enters "N", "n", or just hits the RETURN key, the system only includes a summary of approved requests in the report. Either way, if the report is sent to the terminal screen, the following will appear.

```
                    SUMMARY OF APPROVED REQUESTS

                    EMPLOYEE   :   XXXXXXXXXXXXXXXXXX
                    EMPLOYEE # :   nnnnnn

START DATE          LENGTH        TYPE

YYMMDD               nnn           X
```

HIT RETURN TO CONTINUE

If the user requested details of each vacation request, the following will appear for each vacation request.

```
                    EMPLOYEE     :  xxxxxxxxxxxxxxxxx
                    EMPLOYEE  #  :  nnnnnn

VACATION                           FLOATERS

YYMMDD nn


LIEU DAYS                          ABSENCE W/WO PAY


                  DATE OF REQUEST  :  YYMMDD
                  DATE OF APPROVAL :  YYMMDD
```

HIT RETURN TO CONTINUE

Once all the requests have been displayed, the system will return to the Generate A Vacation Report menu.

Employees In Data Base Menus

If number 6 was entered on the Generate A Vacation Report menu, the following will appear.

```
                    *  EMPLOYEES IN DATA BASE  *



SEND REPORT TO PRINTER ? (Y/N) __

****  THE DEFAULT ANSWER IS 'N'  ****

**  IF ANSWER IS 'N', THEN THE LISTING  **
**  IS SENT TO THE TERMINAL SCREEN  **

                TYPE '*' AND HIT RETURN TO ABORT
```

If the user enters "Y" or "y", the system will send the listing to the line printer. If the user enters "N", "n", or just RETURN is hit, the following is displayed.

```
                EMPLOYEES WHO ARE IN DATA BASE

NUMBER    LAST NAME          FIRST NAME

nnnnnn    xxxxxxxx           xxxxxxxxxxxxx

                HIT RETURN TO CONTINUE
```

If the user hits the RETURN key, the system will return to the Generate A Vacation Report menu.

DISTRIBUTION

Mr. K.D. Trebilcock	Manager of Construction - Pickering GS 'B'
Mr. G. Melnyk (2)	Safety Officer - Pickering GS 'B'
Mr. J.G. Cassan	Operations Research
Mr. A.L. Punhani	Operations Research
Mr. J. Pressnail (2)	Operations Research

Public Reference Centre
Editorial Section (2)
Office Copies (3)
Extra Copies (3)